additional pay request

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Incumbent Name | | | |  | | | | | | | | | | | | | | Empl ID | | | |  | | | | |
| *For those with visa status, the terms of the visa may not permit a change, or may require government approval before the change may be made. Please check one of the following:* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎F1/OPT, 🞎J-1, 🞎H-1B, 🞎O-1, 🞎TN, 🞎Other, 🗹Not applicable. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee's current supervisor | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Employee's current department | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| *Proposed project (please be as specific as possible)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project begin date | | |  | | | | | | | End date | | | | |  | | | | | | | | | |  | |
| *Project duties* | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed compensation due employee for work performed | | | | | | | | | | | | | | | | $ | | | | | | | | | | per pay period |
| 🞎Additional project work will not interfere with normal work schedule. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Project Department** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department Name | | | | | |  | | | | | | | | | | | | | | Dept ID | | | |  | | |
| Supervisor Name | | |  | | | | | | | | | | | Title | | | | |  | | | | | | | |
| Contact Name (must have budget authority) | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Contact Phone | |  | | | | | | | | | | | Email | | | |  | | | | | | | | | |
| Mgmt Ctr approval | | | | |  | | | | | | | | | | | | | | Date | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For Human Resources Use** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approver |  | | | | | | | Date | | |  | | | | | | Amount | | | | | | $ | | | |
| *Comments* | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Additional Pay Request Procedure**

1. The department must submit an additional project (interim assignment) request to Human Resources (Crawford Hall, Room 320, LC: 7047) for approval ***prior*** to the scheduled work (assignment). The request should include the employee's name, current supervisor and department, the proposed project and duties, project manager and proposed payment amount.
2. Human Resources (HR) will review the project (assignment) and appropriate pay methods within the federal wage and hour law. HR will work with the department to establish an approved payment plan. The documentation will be placed in the employee's personnel file.
3. It is the employee's responsibility to discuss the additional work with the current supervisor and ensure that it does not interfere with their regular, primary job.
4. The employee may begin work once the approvals and consent are confirmed in HR.
5. The department will enter a payment request into the HCM system per the approved payment plan.
6. From the HCM payment request, HR will review the employee's personnel file to verify and approve the payment.